



State of Delaware  
Department of Natural Resources  
& Environmental Control  
Division of Water  
89 Kings Highway  
Dover, Delaware 19901

Board of Certification

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**Board of Certification for Wastewater Operators**  
**Wednesday, September 2, 2015**  
**DNREC, Richardson & Robbins Building,**  
**Conference Room B136**  
**9:00 a.m.**  
**MEETING MINUTES**

**In Attendance:**

Board: Brian Blackburn and Glenn Davis  
DW: Bryan Ashby, Faye Myers and Nicole Smith  
Public: Mark Kondelis, Keith Powell and Hillary Valentine

**Chairman Blackburn called the meeting to order at 9:00 a.m.**

- A quorum of the board is present.
- The agenda for the current meeting is approved.
- Minutes of the August 5, 2015 meeting are approved as submitted.

**Old Business**

- **Start Action Notice**
  - There has been no change in the status of the Start Action notice. (OPEN)
- **RME Documentation**
  - Mark Kondelis reports the new report has columns that state the year the operator was issued a license and would like a column that has codes for the facilities where the operator worked as a DRC. Once the spreadsheet is built it can work. Mr. Kondelis will work with DW staff Melissa Kiser to fine tune the spreadsheet. The board recommends this be completed and handouts be available for the next meeting. (OPEN)
- **Multi-Plant Policy Language**
  - The policy amendment was signed by DNREC's Secretary David Small. Faye Myers reports that on August 11, 2015 she uploaded the policy and application to the BOC portion of the Division of Water website and sent an email to all licensed wastewater operators that had email addresses on file. Glenn Davis reports he has a level I multi-plant application that will be approved. (CLOSED)
- **Chesapeake Bay Grant Funds for Training Upgrades**

- Hilary Valentine of DTCC reports she had a meeting with DW staff Bryan Ashby, Glenn Davis and Jennifer Roushey. Mrs. Valentine has created the Scope of Work and Phase I and Phase II Training Agreement. The objectives are clear. If there is any money left over the board will decide how to spend it for level IV. The next step is review by DW paralegal Roy Heineman. Mrs. Valentine will send a sole source letter after DTCC legal review. (OPEN)

### **New Business**

- **License certifications and renewals audit for August**
  - Six folders were randomly pulled and reviewed by the board – no issues were found.
- **Operator License Renewals/Certifications/Expirations (August)**
  - After discussion, it was noticed incorrect dates were in the report. Expired this month should read effective 8-1-15 and expiring next month should be 9-1-15 those dates were manually changed. The information is correct.
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- **Continuing Education Training Course Approvals/Denials (August)**
  - The Board was in agreement with the classification of all training classes submitted.

We will have a booth at the DRWA Expo on September 18, 2015 in Milford.

The next Board of Certification for Wastewater Operators meeting will be held on Wednesday, October 7, 2015 at 9:00 a.m. in DNREC, Richardson & Robbins Building, Conference Room B136.

### **Meeting was adjourned at 9:44 a.m.**

Respectfully Submitted,  
Faye Myers, CAP